



DEPARTMENT OF THE NAVY
OFFICE OF THE GENERAL COUNSEL
NAVAL UNDERSEA WARFARE CENTER DIVISION
610 DOWELL STREET
KEYPORT, WASHINGTON 98345-7610

5720
Ser 00L/014
14 April 2016

Dear Ms. West:

This letter responds to your Freedom of Information Act (FOIA) request of March 15, 2016, received by PSNS and transferred to this office on April 12, 2016, in which you seek the "job title and position description" of Ms. Gigi Bryant. Your request was assigned file number DON-NAVY-2016-004476.

I considered your request under the Freedom of Information Act (5 U.S.C. § 552) and Secretary of Navy Instruction 5720.42F. We have found records responsive to your request and those records are being released to you in full. I am the official responsible for this decision. You may submit a written administrative appeal of my decision.

If you decide to file an appeal, it must be received within 60 calendar days from the date of this letter. Attach a copy of this letter to the appeal and mark the appeal and the envelope **FREEDOM OF INFORMATION ACT APPEAL**. Mail the original appeal to:

Department of the Navy
Office of the General Counsel
1000 Navy Pentagon
Washington, DC 20350

Please send a copy of your appeal to the Naval Undersea Warfare Center, Keyport, FOIA Coordinator, 610 Dowell Street, Keyport, WA 98345-7610.

The fee associated with processing your request has been waived. However, this determination is not indicative of how the matter of fees will be treated in any future request.

If you have any questions regarding the processing of your request, please contact me at (360)396-2785 citing your FOIA case number: DON-NAVY-2016-004476.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew J. Phillips', with a large, stylized loop at the end.

ANDREW J. PHILLIPS
FOIA Officer

Copy to:
Robert Jusko, 00L

LEVEL DESCRIPTOR ADDENDUM

T5629

Career Path: NT	Band Level: 05	Org Code: 46000 101	Level Descriptor: NT-05	FPL: NT-05	Series: 0201
Title: ADMINISTRATIVE/TECHNICAL SPECIALIST					
Duty Station: Keyport, WA		Test Designated Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		DAWIA: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
		COR Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Career Category:	
		IA Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Level Required:	
		DoD 8570.01-M CAT/LVL: Choose an item.		Critical Pos. Code:	
		Security Clearance: Secret		Telework Coding: YA001	
Position Status: Competitive		Position Sensitivity: 2- Non-Critical Sensitive			
		Financial Disclosure Statement (OGE 450) Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Assigned Program/Project Area: Human Resources Division, Lead Labor & Employee Relations Specialist					

Qualifications Required (*Knowledge, Skills and Abilities*)

General: Serve as the Lead Human Resources Specialist (Labor & Employee Relations) and technical authority for both Employee Relations (ER) and Labor Relations (LR) for customers serviced by NUWC Division Keyport, Human Resources Division. Incumbent is responsible for the overall compliance and support of the Employee and Labor Relations programs, assisting in the development and delivery of policy/guidance to management officials and employees concerning labor-management and employee relations program. Prepare staff guidance for HR Advisors to equip them with knowledge required to support ER/LR issues. Develop communication and counseling procedures to maintain effective relations between management and workforce. Provide technical support on the merit and requirements for successfully initiating and effecting disciplinary and adverse actions. Serve as a member of management negotiating team, meeting with union negotiators to establish ground rules for negotiations. Resolves complicated problems affecting human resources programs and proposes options and recommendations. Utilizes the ability to communicate effectively orally and in writing in order to give presentations, lead teams, prepare correspondence, develop briefs, reports and administrative and workforce management trends analysis.

Technical: Broad knowledge of human resources management concepts, theories, principles, analytical methods, and techniques specific to the area of labor relations and employee relations. Ability to interface with both labor and management representatives to advise, support, negotiate, and reach mutual understanding on a variety of subjects. Ability to participate in cross-functional teams from NAVSEA HQ, Keyport, Warfare Centers, and OCHR Operations Center Silverdale, contributing to solutions and influencing outcomes.

Specialty Technical: Skill in interpreting and applying Human Resources laws, policies and precedents on Labor-Management Relations issues in which the nature and scope of issues are complex requiring extensive research and cross-functional HR knowledge. Works independently, servicing diverse, complex, dynamic or new organizations with responsibility for resolving controversial, complex cases, reconciling conflicting technical viewpoints with underlying program principles as well as accommodating management needs. The Lead Labor & Employee Relations Specialist provides technical subject matter expertise to maintain program compliance, successful labor-management relations, and promote program awareness among internal and external customers.

Physical: The work is primarily sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items such as papers, books, and small boxes, etc. No special physical demands are required to perform the work. May have to travel, flying via commercial aircraft, and operate motor vehicles.

Hazardous Duty: Duties involve normal risks associated with an office environment. Normal safety precautions are adequate.

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Cat Sergeson (electronically signed)/26 March 2014
Classification Certification/Date

TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT

Date Established: 3/26/2014	FLSA: E- Exempt	BUS: 8888
UIC: 00253	OPT Code: LBR, EMC	SL: 8
Salary capped at GS-13 Step 10 (NT5 only): <input checked="" type="checkbox"/>	Skill Code: AGG	Functional Code: N/A
LDA validated by: Nick Bielemeier	Date validated: 3/31/2014	Comp Level: DEMO

GLD No. NT-05

**NT CAREER PATH
LEVEL 05**

AUTHORIZED TITLE: ADMINISTRATIVE/TECHNICAL SPECIALIST¹

This level represents senior administrative and technical specialists who serve as technical experts in a program or technical area. The employee performs unusually difficult assignments under general administrative direction with wide latitude for the exercise of independent judgment. This level of work may be found in positions where the employee is assigned to a major activity operational project or program and/or as a technical expert with activity level recognition. He or she usually directs the work of lower level specialists who, on a task team basis, may be involved in performing segments of the overall project task under the specialist's cognizance.

Work projects or assignments are characterized by projects/assignments of such scope and complexity as to have impact across the activity or higher organizational levels or by such factors as extraordinary urgency, priority or constraints which create a need for critical judgment to satisfy the overall technical/management requirements. As a technical expert, the specialist is the lead resource person in his/her specialty area. Assignments typically have little or no precedent, requiring the employee to develop new interpretations and procedures which extend existing procedures and may result in precedents for others to follow. These new methods and/or procedures are often controversial, and may require the specialist to technically defend and support his or her ideas and proposals both with the activity and at higher echelons.

Based on the employee's expertise, he or she may represent the activity on *ad hoc* task teams or panels that are convened to recommend command-wide policies and procedures. As a specialist, the employee provides expertise to others within the group and throughout the activity on unique and controversial problems. This level of performance and expertise is recognized by management and peers as having significant impact in the specialty area of work.

Work requires coordination with other specialists, project members and other working groups at the activity, at other activities and at the headquarters level. These contacts are for the purpose of providing expert advice in his/her assigned technical area and resolving difficult and precedent setting problems.

Supervision is usually administrative in nature. The supervisor or peers may be contacted on a consultative basis. Technical recommendations are almost always accepted as authoritative and technically accurate. On operational assignments, customer satisfaction together with recognized technical expertise is a prime indicator of performance.

This descriptor is appropriate for:

¹ Exception: In accordance with DoD 8570.1M C7.3.2.1 of 19 Dec 2005, positions in the 2210 series shall be classified by GS parenthetical specialty title. They must include a primary title based on the position's primary or paramount duties. They must also indicate a secondary parenthetical specialty title if performing additional/embedded duties beyond those primary duties. The 2210 authorized title is "IT Specialist (appropriate parenthetical)".

- those positions involving administrative work in areas such as human resources, budgeting, accounting, contracting and procurement, and similar occupations; and,
- those positions involving technical work other than that performed by scientists and engineers, such as legal, information technology management, librarianship and similar occupations.

Position Designation of National Security and Public Trust Positions

Page 1

Archived Content.

You have reached a collection of archive material. The content available is no longer being updated and may no longer be applicable as a result of changes in law, regulation and/or administration. If you wish to see the latest content, please visit the [current version of the site](#)

This website uses features which update page content based on user actions. If you are using assistive technology to view web content, please ensure your settings allow for the page content to update after initial load (this is sometimes called "Screen mode"). Additionally, if you are using assistive technology and would like to be notified of items via alert boxes, please follow this link to enable alert boxes for your session profile.

U.S. OFFICE OF PERSONNEL MANAGEMENT

This page can be found on the web at the following url:

<http://www.opm.gov/investigate/resources/position/Summary.aspx?agency=NUWC&position=ADMINISTRATIVE%20SPEC&gradeseries=NT-0201-05&index=1&id=1&username=CAT%20SERGEON&title=Workforce%20Services%20Division&isCriticalSensitiveSpecifySec1=0&isCriticalSub1=0&selectedDates=protectInfo&step=1&selectedAction=protectInfo>

FEDERAL INVESTIGATIVE SERVICES

Position Designation of National Security and Public Trust Positions

Position Designation Record

Agency: NUWC Division, Keyport
Position Title: ADMINISTRATIVE SPEC
Series and Grade/Pay Band: NT-0201-05
Position Description Number:

Nature of the Position	
Noncritical-Sensitive: Positions with the potential to cause damage to the national security, up to and including damage at the significant or serious level. These positions include:	
<ul style="list-style-type: none"> Access to Secret, "C", Confidential classified information 	

Titles	Degree of Potential for Compromise or Damage
Protection of personal, private, sensitive, but unclassified/controlled information, or proprietary information (including PA and FOIA, etc.)	Moderate Impact Access to personal, private, proprietary, or sensitive but unclassified/controlled information, the unauthorized disclosure of which could cause moderate damage to individual, business entities, or government programs or operations

Adjustment for program designation and level of supervision	
Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)	Agency Impact
Adjustment for level of supervision or other controls	Periodic, ongoing review - ability to act independently a lot of the time

Designation Level	National Security	
	Investigation	Form Required
Tier 1	ANACI for Federal Employees	SF 86
	NACLC for Contractor	

Total Points Designation	
Total Initial Position Designation Points from Step 1	13
Adjusted Position Designation Points from Step 3	15

Signature: CAT SERGEON
Name: CAT SERGEON, Head Workforce Services Division

Date: 3/26/14

WORKSHEET FOR FLSA EXEMPT DETERMINATIONS
(This FLSA evaluation should be attached to the last page of the Evaluation)

PD#: T5629 UIC: 00253 Position: Administrative/Technical Spec, NT-0201-05

FLSA Determination: EXEMPT

1. General Principle (5 CFR 551)

Each employee is presumed to be FLSA nonexempt unless the employing agency correctly determines that the employee clearly meets the requirements of one or more of the exemptions below. While established position descriptions and titles may assist in making initial FLSA exemption determinations, the designation of an employee as FLSA exempt or nonexempt must ultimately rest on the duties actually performed by the employee. ****If your FLSA determination is based on an activity FLSA agreement please cite the agreement on the OF-8 or DD2918.**

2. Exemption Criteria

Executive **Administrative** Professional Foreign Availability Pay

A. Executive Exemption (5 CFR 551.205)

____ Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, **AND**

____ Customarily and regularly directs **2 or more** employees, **AND**

____ Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight and are frequently relied upon. (5 CFR 551.205)

Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager do not meet above criteria.

B. Administrative Exemption (5 CFR 551.206)

 x As a primary duty performs office or non-manual work directly related to the management or general business operations **AND**

 x Job duties require exercise of discretion & independent judgment. Has authority to formulate, affect, interpret, or implement management policies or operating practices;

C. Professional Exemption (5 CFR 551.207)

____ Professional work (primary duty) **OR**

____ Learned Professional, (Sees CFR 551 .208) **OR**

____ Creative Professional, (See 5 CFR 551.209) **OR**

____ Computer Employee (See 5 CFR 551.210)

Computer manufacture or repair is excluded (non-exempt work)

Specialist Signature: Nick Bielemeier

Date: 3/31/14